

The Colorado School for Family Therapy
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ACADEMIC YEAR SCHOOL CATALOG AND STUDENT HANDBOOK

VOLUME TWELVE, NUMBER ONE
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**Approved and Regulated by the Colorado Division of Higher Education, Private
Occupational School Board**

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INTRODUCTION, HISTORY AND MISSION STATEMENT

The Colorado School for Family Therapy was founded in 1995 as a collaborative effort between educational, religious, charitable, and mental health organizations. Until 1999 it was known as the Rocky Mountain Institute for Psychotherapy, Supervision and Training, Inc. The School then developed training tracks for play therapy, clinical supervision, pastoral and Christian counseling, chemical addiction counseling, and marriage and family therapy. The school is a legal State of Colorado non-profit organization and an IRS 501© (3) tax-exempt organization. Particular educational concerns for students include diversity; business, career, leadership development and licensure preparation.

In 1997 the Marriage and Family Therapy Training Post-Degree Certificate Program graduated its first group of graduates. Each graduate has gone on to make a significant contribution to the field of psychotherapy and marriage and family therapy in Colorado. For example, in 1995, the founding year, there were no African-American AAMFT Clinical Members, LMFTs, or Approved Supervisors in Colorado. Through the educational efforts of the School, 14 graduates became AAMFT Clinical Members by 2000. The School has contributed significantly to the diversity, professionalism, and leadership in marriage and family therapy and mental health in Colorado and as a whole.

The School is proud of its ability to train therapists and provide leadership for the Colorado Association for Marriage and Family Therapy, local professional organizations, State regulatory boards, and the State of Colorado Marriage and Family Therapy Examiners Board. In 2001, after a site visit, the MFT program received candidacy status with the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) effective July 31, 2001. In 2006, the MFT received full COAMFTE accreditation. This accreditation remained effective until November 1, 2012.

Our Mission and Purpose

“Providing Quality Systemic / Relational Therapy to Diverse Individuals, Couples, and Families and Teaching, Supervising, and Mentoring the Next Generation of Therapists for Diversity, Business and Career Development, Licensure, Clinical Practice, and Leadership in Providing Systemic / Relational Therapy”.

The purpose of the School is to educate mental health professionals to enhance their professional development consistent with CRS 12-43-201(9), CRS 12-43-202, and CRS 12-59.

BOARD OF DIRECTOR MEMBERS (2016)

Reo Leslie, Jr. - Founder and School Director.

Olisa Yaa Ajinaku, M.S., LPC - Private practitioner in Denver, Colorado.

William Bowman, D.D. - Private practitioner in Denver, Colorado.

Mark Kilmer, Ph.D. - Licensed Clinical Psychologist & private practitioner in Boulder, Colorado

Wendelin DeLoach, J.D. - Attorney-At-Law

LEGAL ADVISORS TO THE SCHOOL

Attorneys at Law

Deborah Henson, J. D.
Denis K. Lane, J.D.

Leslie Matthews, J.D.
James Carr, J.D.

ACCREDITATION, DPOS AND VA APPROVAL

The Marriage and Family Therapy Post-MA Program at the Colorado School for Family Therapy was accredited from July 1, 2001 until November 1, 2012 by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy (AAMFT), 112 South Alfred Street, Alexandria, Virginia, 22314, Ph. (703) 838-9808.

The School is one of over 300 private occupational schools in Colorado regulated by DPOS. In November, 2003 the School was approved and regulated by the State of Colorado Department of Higher Education, Division of Private Occupational Schools (DPOS) and approved for Veterans benefits by the Colorado State Approving Agency. In 2005, 2008, 2011, and 2014 DPOS approval was renewed. DPOS renewal will come again in 2017.

The supervisory faculty of the MFT training program are all AAMFT Clinical Fellows, Approved Supervisors, Supervisors-in-Training and/or licensed clinicians in Colorado. All faculty have a systemic/relational theoretical orientation and are actively engaged in clinical practice and clinical supervision.

SCHOOL CALENDAR

The school does not operate on the following holidays:

- *Christmas*
- *New Year's Day*
- *Martin Luther King Birthday Observance Day*

Students with additional or other religious days of required observance may negotiate that with the Program Director.

Academic Year

The Academic year is divided into Four (4) quarters of approximately ten weeks each as follows:

First Quarter (Winter) – January 15th through March 2nd

Second Quarter (Spring) – March 16th through May 31st

Third Quarter (Summer) – June 1st through August 31st

Fourth Quarter (Fall) – September 1st through December 31st

Students may enroll any time prior to the first day of class of the relevant quarter.

ATTENDANCE POLICY

Students are expected to arrive on time for class prepared with the proper materials. An overall attendance rate of 80% is required. Instructors may request your withdrawal from a course or program if absences or tardiness incidents exceed 70%. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal. This requirement *does not* apply to distance learning classes.

**There are no fees due to absence.*

ENROLLMENT REQUIREMENTS

Prospective students must have a High School Diploma or GED for all programs, except the Certificate in Marriage and Family Therapy (MFT) program. MFT program enrollment requires an undergraduate degree in a counseling field or current matriculation in graduate school.

STUDENT ENROLLMENT PROCEDURES

The prospective student will make an appointment with the School Director to validate eligibility by ensuring that all enrollment requirements are met and to complete the Student Enrollment Agreement Form (SEAF).

Each student will review and sign an enrollment agreement as a condition of enrollment and matriculation at the school. This is a requirement from the Colorado Department of Higher Education, Division of Private Occupational Schools (DPOS). The Student Enrollment Agreement Form contains a waiver for the School to release confidential student information (grades, transcripts, forms, etc.) to the School's regulatory, accrediting, approval, and credentialing bodies like DPOS, DORA, APT, and ABS for purposes of the School's accreditation, credentialing, and all other professional or educational review.

Late enrollments will only be accepted after the first class and the academic time for the first class must be made up.

SOCIAL SECURITY NUMBER AND LEGAL RESIDENCY

All current and prospective students should be aware that the State of Colorado DORA, will not grant registration, certification, candidacy, or licensure to persons without a valid social security number or legal residency in the United States of America.

FACILITY, EQUIPMENT AND TEACHING AIDES

The School is located at 12101 East Second Avenue, Suite 101, Aurora, CO 80011. The name of the building is “Canal Place” on the corner of Peoria Avenue and Second Avenue in Aurora, Colorado.

The classroom is a traditional conference room, but it will include the tools needed to work with clients. Students may bring their own interventions to use with clients during the practicum.

Equipment and teaching aides include textbooks, videos, internet access, and sample licensure exams.

CERTIFICATE PROGRAM PREREQUISITES

Detailed information of classes is described in each program’s brochure, which can be requested at the School. The prerequisites for the MFT Certificate Program include an undergraduate degree in a counseling related field or current enrollment in graduate school. The prerequisites for all other Certificate programs include a High School Diploma or a GED.

CERTIFICATE PROGRAMS

Certificate in Addiction Psychotherapy

Objective: To prepare mental health professionals for certification/licensure as addiction counselors.

Requirements: Nineteen (19) classes

Cost: \$3,000/total program

Contact Education Hours: 385

Type of Instruction: Classroom or Distance Learning

Certificate in Adolescent Therapy

Objective: To educate the mental health professional on how to do psychotherapy with the adolescent population.

Requirements: Seven (7) Classes

Cost: \$2,625/total program

Contact Education Hours: 210

Type of Instruction: Classroom or Distance Learning

Certificate Advanced Sandplay Therapy

Objective: To educate the mental health professional to use Advanced Sandplay in psychotherapy with the consumer population.

Requirements: Three (3) Classes

Cost: \$1,800/total program

Contact Education Hours: 90

Type of Instruction: Classroom or Distance Learning

Certificate in Art Therapy

Objective: To educate mental health professionals in how to use expressive arts techniques with clients in psychotherapy.

Requirements: Five (5) Classes

Cost: \$3,000/total program

Contact Education Hours: 150

Type of Instruction: Classroom or Distance Learning

Certificate Behavioral Health and Criminal Justice

Objective: To use research based and evidence based approaches in psychotherapy with the consumer population.

Requirements: Six (6) Classes

Cost: \$1,800/total program

Contact Education Hours: 180

Type of Instruction: Classroom or Distance Learning

Certificate in Body Centered Psychotherapy

Objective: To educate mental health professionals to integrate Somatic issues into psychotherapy.

Requirements: Five (5) Classes

Cost: \$3,000/total program

Contact Education Hours: 300

Type of Instruction: Classroom or Distance Learning

Certificate in Clinical Supervision Program

Objective: To educate mental health professionals to supervise and mentor the next generation of psychotherapists.

Requirements: Five (5) Classes

Tuition Cost: \$3,000/total program

Contact Education Hours: 150

Type of Instruction: Classroom or Distance Learning

Certificate in Cognitive Behavioral Therapy

Objective: To educate the mental health professional to use Cognitive Behavioral Therapy with the consumer population.

Requirements: Three (3) Classes

Cost: \$450/total program

Contact Education Hours: 42

Type of Instruction: Classroom or Distance Learning

Certificate in Co-Occurring Disorders

Objective: To educate the mental health professional to use research based and evidenced based approaches with clients with co-occurring disorders.

Requirements: Three (3) Classes

Cost: \$450/total program

Contact Education Hours: 42

Type of Instruction: Classroom or Distance Learning

Certificate in Couple Therapy

Objective: To educate mental health professionals to use Systemic and Relational approaches with couples in psychotherapy.

Requirements: Five (5) Classes

Cost: \$3,000/total program

Contact Education Hours: 210

Type of Instruction: Classroom or Distance Learning

Certificate in Domestic Violence Treatment Program (consistent with DVOMB Standards)

Objective: To educate mental health professionals to treat Domestic Violence Offenders in psychotherapy.

Requirements: Seven (7) Classes

Cost: \$3,675 /total program

Contact Education Hours: 240

Type of Instruction: Classroom or Distance Learning

Certificate in Eating Disorder Treatment

Objective: To educate mental health professionals on how to effectively treat Process Addictions and Eating disorders.

Requirements: Three (3) Classes

Cost: \$1,800/total program

Contact Education Hours: 300

Type of Instruction: Classroom or Distance Learning

Certificate in Family Mediation

Objective: To train mental health professionals on how to be competent in psychotherapy with clients.

Requirements: One (1) Program/Class

Cost: \$600 total program

Contact Education Hours: 40

Type of Instruction: Classroom or Distance Learning

Certificate in Jungian Psychotherapy

Objective: To provide education in applying Jungian ideas to the clinical practice of psychotherapy as legally defined in the Colorado Mental Health Statute.

Requirements: Five (5) Classes

Cost: \$3,000/total program

Contact Education Hours: 150

Type of Instruction: Classroom or Distance Learning

Certificate in Jurisprudence

Objective: To educate the mental health professional to use legal and ethical standards with the consumer population.

Requirements: One (1) Class

Cost: \$100/total program

Contact Education Hours: 30

Type of Instruction: Classroom or Distance Learning

Certificate in LGBT Psychotherapy

Objective: To educate mental health professionals in Affirmative Psychotherapy with LGBT clients.

Requirements: One (1) Program/Class

Cost: \$1,200/total program

Contact Education Hours: 56

Type of Instruction: Classroom or Distance Learning

Certificate in Marriage and Family Therapy Program (consistent with AAMFT and Colorado MFT licensure requirements)

Objective: To educate mental health professionals in systemic and relational approaches to psychotherapy.

Requirements: Eleven (11) Classes

Cost: \$7,400/total program

Contact Education Hours: 630

Type of Instruction: Classroom or Distance Learning

Certificate in Motivational Interviewing

Objective: To educate the mental health professional to use Motivational Interviewing in psychotherapy with the consumer population.

Requirements: Three (3) Classes

Cost: \$900/total program

Contact Education Hours: 90

Type of Instruction: Classroom or Distance Learning

Certificate in Parenting Coordinator Practice

Objective: To educate the mental health professional in doing parenting coordination work with clients in the court system.

Requirements: One (1) Class

Cost: \$300/total program

Contact Education Hours: 60

Type of Instruction: Classroom or Distance Learning

Certificate in Pastoral Counseling

Objective: To educate mental health professionals to counsel in a faith-based context.

Requirements: Five (5) Classes

Cost: \$3,000/total program

Contact Education Hours: 180

Type of Instruction: Classroom or Distance Learning

Certificate in Play Therapy Program (consistent with APT requirements)

Objective: To reach eligibility for Registered Play Therapist (RPT) or Registered Play Therapist-Supervisor (RPT-S). The School provides the hours of instruction in the areas recommended by the Association for Play Therapy, Inc.

Requirements: Five (5) Classes

Cost: \$3,000/total program

Contact Education Hours: 480

Type of Instruction: Classroom or Distance Learning

Certificate in Psychopharmacology

Objective: To help the mental health professional understand the use psychopharmacology in psychotherapy with the consumer population.

Requirements: Three (3) Classes

Cost: \$450/total program

Contact Education Hours: 42

Type of Instruction: Classroom or Distance Learning

Certificate in Rogerian Therapy and the Person Centered Approach

Objective: To educate the mental health professional to use Rogerian Therapy and the Person Centered Approach in psychotherapy with the consumer population.

Requirements: Three (3) Classes

Cost: \$1,575/total program

Contact Education Hours: 90

Type of Instruction: Classroom or Distance Learning

Certificate in Sandplay Therapy

Objective: To train mental health professionals on how to use Sandplay Therapy with clients in psychotherapy.

Requirements: Three (3) Classes

Cost: \$1800.00/total program

Contact Education Hours: 90

Type of Instruction: Classroom or Distance Learning

Certificate in Sex Offender Treatment

Objective: To train mental health professionals in evidenced based and research based approaches to treat sex offenders.

Requirements: One (1) Class

Cost: \$1,500/total program

Contact Education Hours: 70

Type of Instruction: Classroom or Distance Learning

Certificate in Sex Therapy (Accredited by the American Board of Sexology)

Objective: Certification as a Sex Therapist and the possibility to become eligible for Sex Therapy licensure in Florida; the only state that currently has such licensure.

Requirements: Five (5) Classes

Cost: \$3,000/total program

Contact Education Hours: 150

Type of Instruction: Classroom or Distance Learning

Certificate in Trauma and Abuse Treatment Psychotherapy

Objective: To educate mental health professionals to practice trauma informed care with survivors of trauma, abuse, violence, and sexualized violence.

Requirements: 3 (Three) Classes

Cost: \$1,000/total program

Contact Education Hours: 60

Type of Instruction: Classroom or Distance Learning

Certificate in Treating Human Trafficking Survivors

Objective: To train mental health professionals in research and Evidenced Based approaches to treat Human Trafficking survivors.

Requirements: One (1) Class

Cost: \$1,200/total program

Contact Education Hours: 56

Type of Instruction: Classroom or Distance Learning

Systemic Leadership and Public Policy Program

Objective: To educate mental health professionals about how to deal with larger systems and how to influence public policy.

Requirements: Five (5) Classes

Cost: \$3,000/total program

Contact Education Hours: 150

Type of Instruction: Classroom or Distance Learning

Through arrangement with the School Director additional courses may be taken as electives or stand-alone classes. There might be additional school fees for testing out of classes or programs.

DPOS has approved the content and contact hours for each Certificate program.

CONDUCT POLICY

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, controlled substances, and alcohol of any kind is not allowed at any time on School property. Students are expected to obey all State laws and rules on regulation of Mental Health and the AAMFT Code of Ethics.

DISMISSAL POLICY

Any student may be dismissed for violations of rules and regulations of the School as set forth in School publications. A student also may be withdrawn from classes if she or he does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. Any violation of State laws, DORA, OBH, DPOS, the AAMFT Code of Ethics or other regulatory rules, may result in permanent dismissal from School.

The School Director, after consultation with all parties involved, makes the final decision. The School Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. Students are expected to communicate educational needs to instructors, Program Directors, or the School Director in order to prevent disruptive or hostile environment in the classroom.

After appropriate counseling, students who demonstrate a genuine desire to learn and conform to the School standards of conduct, may be allowed to resume attendance. The School Director will review each case and decide upon re-admittance. **Further causes for dismissal of students may be determined on a case by case basis at the discretion of the School Director.**

POSTPONEMENT OF START DATE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

1. Whether the postponement is for the convenience of the school or the student
2. A deadline for the new start date, beyond which the start date will not be postponed

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981. The Refund Policy is included in the School Catalog/Handbook and the Student Enrollment Form.

GRADING POLICY, PROGRESS POLICY, AND GRADING SYSTEM

1. Full-time students will receive a letter grade (i.e. "A," "B,") or "Incomplete" for all academic courses at the end of each semester. Each class will be used for computing the Student's GPA.
2. Faculty is responsible for outlining specific criteria for grades. This criterion is discussed during the first class of each course and included in the course syllabus.
3. Students will have one academic quarter to finish an "Incomplete." If the student does not finish the incomplete, the grade automatically becomes a "Fail," and no credit is given for the course. A student may repeat the course in the following years if so desired.
4. If, and only if, severe circumstances arise requiring additional time to complete a grade, the student must obtain permission of the faculty member and program director.
5. Official transcripts are maintained and available to students for purchase.

6. Terms for making up missed class time are outlined in the Enrollment Agreement Form.
7. Grades will be issued to students at the end of each academic quarter. A withdrawal will not affect the GPA of a student.
8. The school progress policy states that students must maintain a minimum 86% grade point average. Those who do not will be placed on academic probation for 30 days. During the probation period students must raise their grade average to passing or higher. There are no additional fees charged for a student on probation under this progress policy.

School Grading System

96 – 100 =	A	Excellent
86 – 95 =	B	Above Average
76 – 85 =	C	Average
66 – 75 =	D	Below Average
Under 66 =	U	Unsatisfactory
Uncompleted Work = Incomplete		

PREVIOUS CREDIT AND TRANSFERABILITY OF EDUCATION TO OTHER INSTITUTIONS

The previous credit or training of a student or prospective student is evaluated on a case by case basis. Only a maximum of 2 classes may be transferred from graduate programs into the MFT Program from another institution. The School Director evaluates all transfer credit. The Colorado School for Family Therapy does not guarantee the transferability of its credit to any institution unless there is a written agreement with another institution. At this publication of the School Catalogue there are no such agreements.

DORA RESTRICTED AND PROTECTED TERMS: CRS 12-43-216

CRS 12-43-216 allows for professionals to advertise certifications and degrees earned through appropriate education without using restricted or protected terms. However, students and graduates should be aware that **CRS 12-43-216** prohibits the use of terms restricted to those that have earned Department of Regulatory Agency (DORA) licensure. For example: Graduates of the Certificate of the Marriage and Family Therapy Program may **not** use the terms “marriage and family therapy” or “marriage and family therapist” until licensed by DORA as a Marriage and Family Therapist. Graduates of the Certificate in Addiction Psychotherapy Program may **not** use the terms “addiction counselor”, “Certified Addiction Counselor”, “CAC I”, “CAC II”, “CAC III”, “LAC”, or “CAC-In-Training” until completely licensed by DORA. All other terms students may use after graduation from Certificate programs are **not** restricted and protected terms and governed by **CRS 12-59**.

OTHER SCHOOL POLICIES

DPOS REFUND POLICY FOR NON-VETERANS

Students not accepted to the School and students who cancel the enrollment contract by notifying the School within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before the commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours, as described in the Refund Table below.

REFUND TABLE

Student is entitled to upon withdrawal/termination:	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO REFUND

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within thirty (30) days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a) The date on which the School receives notice of the student's intention to discontinue the training program, or
 - b) The date on which the student violates published School policy, which provides for termination.
 - c) Should a student fail to return from an excused leave of absence, the effective date of termination for a student on extended leave or a leave of absence, is the earlier of the date the school determines the student is not returning or, the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the School discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the School ceases operation.

4. For complaints, please refer to complaint section on page 19-20.
5. The policy for granting credit for previous training shall not impact the refund policy.

Veteran's Refund Policy is described in the Enrollment Agreement.

SEXUAL HARASSMENT POLICY

DEFINITION

Sexual harassment is illegal and can be defined as any verbal or physical behavior of a sexual nature that demeans, intimidates, threatens or injures an individual. It is behavior directed at persons because of their gender, which is perceived as offensive.

Sexual harassment encompasses a wide spectrum of behavior. It may be overt or subtle, intentional or inadvertent. It is any unwelcome sexual attention ranging from inappropriate comments to sexual assault.

Sexual harassment is reprehensible and will not be tolerated by the School. It subverts the mission of the School and threatens the careers, educational experience and well-being of students, faculty and staff.

WHAT ACTION TO TAKE

If you experience or have questions about sexual harassment, the School urges you to contact the School Director as soon as possible. It is our intent to promptly investigate and respond to complaints of sexual harassment.

The informal resolution process is available to all students, faculty and staff. Its primary purpose is to attempt resolution of the complaint at the earliest possible time.

If you are in immediate physical danger, call the local law-enforcement agency.

The School Director will advise you of options available and, at your request, may help resolve the complaint informally or help you draft a formal complaint if you decide to follow that route.

The person to whom the informal complaint is brought will not inform the accused without your consent.

If an allegation of sexual harassment is not resolved through discussion, you may file a formal complaint utilizing the School's Grievance Procedure outlined in the student handbook.

NON-DISCRIMINATION POLICY

The Colorado School for Family Therapy practices equal opportunity and does not discriminate in the admission of students, in the provision of services, or in employment, on the grounds of race, religion, skin color, national origin, age, gender, class, sexual preference, ethnicity, handicapped or veteran status.

MALPRACTICE INSURANCE POLICY

All students/supervisees in the School's Marriage and Family Therapy Post Degree Institute Program are required to carry their own professional liability/malpractice insurance policy. The suggested amount is at least \$3 million/\$5 million.

DIVERSITY STATEMENT

The Colorado School for Family Therapy provides a learning context in which understanding and respect for diversity and non-discrimination are fundamentally addressed, practiced, and valued in our curriculum, program structure, and clinical training.

In accordance with professional standards, the School recruits and retains a diverse faculty, board of directors, student body, clinical supervision staff, and clinical site selection list.

The School addresses issues related to power and privilege as they relate to sociocultural factors and, provides students with opportunities to work with a diverse client population during their matriculation.

PLACEMENT ASSISTANCE

The School does not offer formal employment assistance to graduates. However, graduates are encouraged to seek advice, referrals, and references from graduates, faculty and staff. The school makes no guarantee, expressed or implied of future employment. Current Colorado law prohibits any school from guaranteeing job placement as an inducement to enroll students.

GRIEVANCE AND COMPLAINT PROCEDURE

PURPOSE

The following procedure is designed to provide the student with a process for resolving conflicts that emerge in/from the teaching/supervision of the MFT Post Degree Institute program or other School Certificate Programs.

PROCEDURE

The student will consult with his or her immediate supervisor. A meeting with the student and/or supervisor and School Director will follow if the situation is not settled. If the matter is still unresolved, the following steps can be taken:

A. The aggrieved person will prepare a written summary of the complaint and give it to the School Director, who will forward it to the Board of Directors, within thirty (30) days of the meeting with the Supervisor and Executive Director. The Board of Directors will select a Review Commission of three (3) persons to process the grievance. The written complaint must include the following:

1. A statement of the presenting concern, including a description of the occurrence/situation precipitating the complaint.
2. The names of persons who, in the student's opinion, are involved in the concern.
3. A statement which provides the student's suggested resolution of the complaint, including the aggrieved person's reasons for the suggestion(s).
4. Within ten (10) working days, the Review Commission will acknowledge receipt of the grievance and will request a written statement from all persons directly involved in the complaint.
5. The Review Commission, having received and reviewed materials and interviewed persons directly involved in the complaint, will attempt some satisfactory resolution. This procedure will occur within thirty (30) days.
6. Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://higher.ed.colorado.gov/dpos>, 303-862-3001. There is a two-year statute of limitations from student's late date of attendance for the Division to take action on a student complaint.